

EXTERNAL POSTING – JOB AVAILABLE

Job Title: Facilities Maintenance Technician (Part Time – 24 Hrs)

The City of Locust Grove seeks all qualified individuals for the following positions: (1) Facilities Maintenance Technician (Part Time – 24 Hours/Week) and (2) Maintenance Crew Worker (I). Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until the close of business on Friday, March 1, 2013. Full job descriptions will be made available at City Hall and online at www.locustgrove-ga.gov.

JOB DESCRIPTION

Job Title: Facilities Maintenance Technician (Part Time – 24 Hrs)

Job Summary: This position is responsible for the general maintenance and clean-up of City Hall grounds and buildings. Duties include the routine and regular cleaning, trimming and pruning trees and bushes sanitizing and minor equipment and facility repairs.

Major Duties:

- Cut grass, trim bushes, prune trees and spray for insects;
- Wet and dry mops floors, operates power-cleaning equipment;
- Cleans and changes out floor mats and carpet runners as needed.
- Vacuums, spot-cleans and shampoos carpets; empties and cleans waste receptacles; dusts, waxes, washes and polishes furniture, counters, woodwork, and metalwork;
- Cleans and washes windows, walls, windowsills and screens, as assigned;
- Sweeps sidewalks and performs grounds maintenance duties such as watering lawns and plants, as required;
- Performs simple maintenance and repairs on buildings;
- Orders and maintains inventory of custodial supplies as directed;
- Runs errands throughout the city and the immediate vicinity for mail, bank deposits, change, and small purchases.
- Perform other related duties as required.

Knowledge Required by the Position:

- Knowledge of, or ability to learn, standard cleaning methods and equipment used in custodial work such as brooms, mops, dust mops, vacuums, scouring devices, and wax applicators;
- Ability to understand and carry out oral and written instructions;
- Ability to perform routine, repetitive tasks on a continuous basis;
- Ability to work independently in maintaining a clean and orderly area after a sufficient training period;
- Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment.
- Able to possess and maintain a driver's license and operate city vehicles and equipment.

Supervisory Controls: City Manager assigns work in terms of general instructions.

Guidelines: Guidelines include city codes, city personnel regulations, and established practices. These guidelines are clear and specific, but may require some interpretation in application.

Complexity: The work consists of a variety of building and facility maintenance duties.

Scope and Effect: Independently performs work of a recurring and regular nature in accordance with established and well-known policies, procedures, and practices. Progress of work is checked and instruction is provided on accomplishing work involving unusual problems or the use of unfamiliar equipment.

Personal Contacts: Contacts are typically with other city hall employees.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, and provide services.

Physical Demands: The employee frequently lifts light objects and uses tools or equipment requiring dexterity.

Work Environment: Work is performed both indoors and outside using cleaning chemicals that may be potentially hazardous and requires moderate physical effort in using equipment and moving furniture and other heavy items. Outside work involves gasoline and electric powered mowers, trimmers, blowers, etc. that must be used with extreme care to prevent injury to self and to others. Utilizes any of the equipment authorized and available to accomplish the work.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School Diploma or equivalent; one (1) to two (2) years of related experience preferred.

Pay Grade(s):

Facilities Maintenance Technician – Part Time (Grade 52)